

## Employment Opportunity - Equal Opportunity/Affirmative Action Employer

The city believes a diverse work force adds quality and perspective to services we provide to the public.



**On-Line:** [www.bouldercolorado.gov](http://www.bouldercolorado.gov)

**Phone Number:** (303) 441-3070

**Fax Number:** (303) 441-3049

**Street Address:**

**Mailing Address:** P.O. Box 791, Boulder, CO 80306

1101 Arapahoe, 1<sup>st</sup> Floor, Boulder, CO 80302

**An application is required for all City of Boulder jobs.**

**Applications must be received by noon at 1101 Arapahoe on the closing date. No exceptions.**

Requisition ID:	<b>2557</b>
Position Code:	<b>5764</b>
Job Title:	<b>Engineering Project Manager</b>
Department:	<b>Public Works – Utilities</b>
Hiring Range:	<b>\$69,250 - \$83,120 Annually (DOQ)</b>
Salary Range:	<b>\$69,250 - \$110,800 Annually</b>
Grade:	<b>MGMT-G</b>
Work Schedule:	<b>Full time. Generally, Monday – Friday 8:00 a.m. – 5:00 p.m. May require some evenings and weekends.</b>
Application Deadline:	<b>Thursday, February 11, 2010</b>

### **OVERALL JOB OBJECTIVE:**

Under general direction to manage and coordinate all phases of the Utilities Division capital improvement projects including planning, design, and construction, and to perform related duties as required. Emphasis is on treated water storage and conveyance facilities including hydraulic modeling, treatment, storage, transmission, distribution, hydroelectric, pumping, and pressure reducing.

### **DUTIES AND RESPONSIBILITIES:**

1. Manages capital improvement project studies and designs. This includes the following:
  - Develops project scope and work plans.
  - Evaluates existing operation and maintenance issues and develops solutions.
  - Identifies necessary resources and selects professional consultants.
  - Evaluates economic, environmental, engineering, construction and community issues and impacts.
  - Evaluates hydraulic conditions using computer models
  - Develops implementation strategies and schedules.
  - Prepares engineering drawings, specifications, and bid documents.
  - Coordinates regulatory permit applications and obtains necessary permits prior to construction.
2. Coordinates public input and approval processes. This includes the following:
  - Initiates and maintains contact with all affected and interested parties.
  - Coordinates informational meetings and forums.
  - Works to resolve conflicts using persuasive and negotiation skills.
  - Represents the city at public meetings, administrative hearings, city council meetings, and when working with regulatory and other governmental agencies.
3. Manages and coordinates construction activities. This includes the following:
  - Bids contracts and selects construction contractors.
  - Coordinates construction with existing operations and the affected public.
  - Monitors construction activities including schedule and safety.
  - Monitors construction costs including measurement and payment
  - Performs field construction inspections and monitors construction site safety.
  - Resolves construction conflicts and issues.
  - Maintains construction records.
  - Assists in bringing equipment on line, including testing and establishing operational and preventative maintenance procedures.
4. Assists the city's operations staff in troubleshooting and optimizing water treatment, storage, transmission,

distribution, hydroelectric, pumping, and pressure reducing issues.

5. Assists maintenance personnel in developing engineering solutions for maintenance problems. Establishes maintenance techniques, procedures, and schedules as needed.
6. Provides technical assistance to the city's development review process.
7. Assists in responding to claims against the city resulting from utilities projects.
8. Other:
  - Performs related duties as required to meet the needs of the city.
  - Takes proper safety precautions to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property.
  - Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire policies.

Generally duties are listed from most to least critical or time consuming.

The City of Boulder is committed to hiring employees who provide excellent customer service. Our employees act with a high level of integrity, and take responsibility for their words and actions.

City of Boulder employees strive to respect and appreciate each individual's differences, and to work effectively with all people and their diverse backgrounds. We support candid and honest interactions, which respect other points of view, and are sensitive to communication differences. We achieve organizational goals through inclusive problem solving, planning, and decision-making. Community partnerships are included in this effort.

All city supervisors are responsible for appropriately incorporating the principles of community sustainability into work on a routine basis; understanding and enforcing relevant collective bargaining agreements and management policies; hiring and firing supervised employees or making related recommendations; ensuring employees are trained initially and on an ongoing basis, as needed; providing appropriate feedback to employees by monitoring day-to-day performance; completing performance evaluations on time; correcting problems in employee work habits or performance in a timely manner; prioritizing and scheduling work functions and vacations; ensuring adherence to established safety standards; ensuring the timely completion and submission of all paperwork required by the city to process employee transactions, insurance or injury claims, etc.; maintaining related records; and ensuring the accuracy of reported time use.

#### **REQUIRED MINIMUM QUALIFICATIONS:**

Current registration as a Colorado Professional Engineer or ability to transfer or obtain current registration within one year. Bachelor of Science Degree in Civil Engineering from an accredited engineering university plus a minimum of four years experience in engineering design and construction. Thorough knowledge and experience with current engineering principles, practices, procedures; materials, and equipment as they apply to municipal utilities programs and projects. Knowledge of Federal and State regulations dealing with water resources, quality, treatment, and power generation. Excellent written and verbal communication skills including; the ability to prepare clear and concise written correspondence, reports, and recommendations; and to make oral presentations. Knowledge and experience in the use of computers and engineering software applications. Valid Colorado driver's license. Have and maintain acceptable motor vehicle record.

#### **DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:**

Four or more years of project engineering experience with a water provider, or with a consulting engineering firm working for water provider clients. Master of Science in Civil Engineering or related field.

#### **WORKING CONDITIONS - Required Physical and Mental Effort, and Environmental Conditions:**

Physical and Mental Effort: Sufficient manual dexterity that permits the employee to operate computer equipment and other office equipment, and inspection and surveying equipment. Sufficient vision or other powers of observation that permits the employee to review, evaluate and prepare a variety of written documents and materials, and use inspection and surveying equipment. Sufficient clarity of speech and

hearing or other communication capabilities that permits the employee to communicate effectively on the telephone and in person.

Sufficient personal mobility and physical reflexes, which permits the employee to work in an office setting, and to conduct field work which includes routine visits to construction work sites, which requires walking over rough surfaces and climbing. Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard. Ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.

Work Environment: Works primarily in a clean, comfortable office environment. Also includes routine visits to construction work sites and city industrial facilities where there is exposure to tanks, open trenches, pipes, manholes, vaults, confined spaces, moving equipment, traffic, mechanical and electrical equipment, pressurized liquids and gasses, chemicals, open water, and uneven terrain

Machines and equipment used include, but are not limited to the following: Regularly uses survey equipment, scales, meter, gages, rulers, calculator, specialized inspection equipment, city vehicle, personal computer, telephone, photocopy machine, facsimile machine, and calculator.

### **ACCOMMODATIONS:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Note: The above description is illustrative only. It is not meant to be all-inclusive.